QUEEN'S UNIVERSITY

KINGSTON, CANADA

Calendar
of
The School of Commerce
and
Administration

NINETY-NINTH SESSION
1939–40

School
of
Commerce and Administration

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Officers of Administration and Instruction

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Chancellor

ROBERT C. WALLACE, M.A., D.Sc., Ph.D., LL.D., F.R.S.C.
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Registrar

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Professor of Economics; Director of the School of Commerce and
Administration

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Professor of Commerce

R. G. H. SMAILS, B.Sc.(Econ.), A.C.A.(Eng.)
Professor of Commerce

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Professor of Economics

F. A. KNOX, B.A.
Professor of Economics

J. A. CORRY, LL.B., B.C.L., LL.M.
The Hardy Associate Professor of Political Science

J. L. McDOUGALL, M.A.
Assistant Professor of Commerce

J. C. CAMERON, M.Com.,
Assistant Professor of Commerce; Head of the Industrial Relations Section

L. G. MACPHERSON, B.A., C.A.
Instructor in Accounting

C. B. WADE, C.A.,
Instructor in Accounting

J. W. CAMPBELL, B.Com., C.A.,
Instructor in Accounting

MARGARET CAMERON, B.A.,
Assistant to the Director

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THE ACADEMIC YEAR*

THE NINETY-NINTH SESSION of the University will begin on Wednesday, September 27th, 1939, at 8 a.m. Convocation will be held on Friday, May 17th, 1940.

<center>1939</center>

May 1—Written notice due at the Registrar's Office of candidates' intention to compete for Provincial Scholarships and Ontario Matriculation Scholarships.

July 3—Registration for Summer School. Registrations will not be accepted after July 4 except when special arrangements have been made *before that date,* and on these late registrations the additional fee of $3 will be charged.

July 4—Summer School opens at 8 a.m.

July 15—Last day for receiving applications, accompanied by fees, for September examinations, or degrees, from intramural and extramural students.

Aug. 16—Summer School closes at 5 p.m.

Aug. 29—Arts Supplemental examinations begin.

Sept. 1—Last day for receiving applications for the Robert Bruce Bursaries.

Sept. 10—Last day for registration of extramural students without extra fee.

Sept. 17—Last day for registration of extramural students with extra fee of $3.

Sept. 25—Registration in Arts begins at 2 p.m. for students who are registering for the first time. Such students must submit a certificate of vaccination.

Sept. 26—Last day for registration of students registering for the first time. A late fee will be charged after this date ($3 on September 27 and $1 a day thereafter).

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*The term "Academic Year" used in connection with Regulations and Courses of Study refers to the period extending from October 1 to September 30.

Sept. 27—Registration of intramural students who have been registered in previous sessions (one day only). A late fee will be charged after this date ($3 on September 28 and $1 a day thereafter).

Sept. 28—Classes in Arts open at 8 a.m.

Oct. 7—Last day for registration of intramural students who have not previously obtained permission to register later.

Nov. 10—Last day for receiving applications and fees from extramural students for January examinations.

Dec. 1—First day upon which extramural students may transfer to intramural classes.

Dec. 18—Mid-year examinations begin.

Dec. 21—Christmas holidays begin at 5 p.m.

1940

Jan. 3—Examinations in half-courses of the first term begin.

Jan. 8—Classes re-open at 8 a.m.

Jan. 15—Last day for receiving applications from candidates for the M. C. Cameron Scholarship in Gaelic.

Feb. 15—Last day for receiving applications and fees from extramural students for the April examinations and for degrees.

Mar. 15—Last day for receiving applications and fees for degrees from intramural students.

Mar. 22—Good Friday.

April 1—Last day for receiving manuscripts for University Prizes, theses for degrees, and applications for Arts Research Fellowships, Leonard Fellowships and Khaki University Scholarships.

April 6—Class work closes at 12 o'clock noon.

April 10—Last day for extramural students to register for the summer session without extra fee.

April 13—Examinations begin.

April 17—Last day for extramural students to add classes for the summer session with extra fee.

May 17—Convocation for conferring Degrees, announcing Honours, and distributing Prizes and Medals.

CALENDAR
1939

JANUARY	FEBRUARY	MARCH	APRIL
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SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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1940

JANUARY	FEBRUARY	MARCH	APRIL
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MAY	JUNE	JULY	AUGUST
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19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
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SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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School

of

Commerce and Administration

Aim of the School

The Courses in Commerce and Administration were established by the University in 1919 to aid in meeting the demand which exists in Canada for more systematic training for business and public service. A foundation for them had already been built up in the work of the Department of Economics, and particularly in the Courses in Banking established in 1914 by Queen's University in co-operation with the Canadian Bankers' Association. In 1937 The School of Commerce and Administration was established to give more coherent and effective organization to the activities which had been developed during the previous eighteen years.

The work of the School is designed to give the prospective man of business some cultural and professional background; to provide him with a perspective which has been too rarely attained by any but the leaders in present-day business. It is a further object to give the student an adequate grasp of the various techniques now being used so extensively. As business becomes more a matter of planning, organizing and accurate analysis and less a matter of mere bargaining, the methods of accurate record and analysis, provided by modern accounting and statistical practice, have become more elaborate and more necessary. Primary emphasis is laid upon the mastery, by the student, of such technical aids and their uses in business and economic analysis. No attempt is made to instruct him in the special technique of individual industries or in the routine phases of business; these the student will obtain much better through his own experience in business than he would through the medium of the class-room.

In keeping with this policy the student will be discouraged from thinking that his college training will obviate the necessity of a probationary period in his chosen work and enable him to begin at or near the top. He will be taught to realize that he must enter the organization which employs him after graduation *as a beginner*, learning its practical details and its special technique just like any other beginner, and that the chief value of his college training will come only after the initial period of probation, in a more rapid promotion from routine work to a position of executive and administrative responsibility.

The work of the School, particularly in the last year, is definitely professional in outlook. The aim is to train students for business careers. *Consequently students who are looking toward some other profession or who have not chosen a vocation are advised to register in a Course leading to the degree of Bachelor of Arts instead of in a Commerce Course.* By proper planning it is possible to take the degree of B.A. in four years and the degree of B.Com. in a fifth year.

Scope and Methods of Instruction

The student's field of study embraces in the earlier years, Language and Literature, History, Mathematics and Natural Science. In the second year he is introduced to the formal study of Economics and pursues that subject throughout his Course. In the third year he begins his study of the more technical Commerce subjects and in his final year his efforts are concentrated mainly upon these, together with his work of investigation and research. Each student is required to pursue the study of Mathematics *or* a Modern Language for three consecutive years.

The Problem Method.—Particularly in the advanced courses the student is presented with business problems for investigation and analysis. Through these "cases" he becomes acquainted with the facts of the business world and, more important, acquires experience in systematic thinking and analysis. In such fields of study as Accounting, Commercial Law, Marketing, Business Finance, and Investments, the "case" or problem method of instruction is extensively used.

The Commerce Club.—Through the medium of this student organization, students in the School of Commerce and Administration have an opportunity, at fortnightly meetings, of hearing business men and those engaged in public administration discuss problems which arise in their own experience.

Field Work.—In addition to visits to plants in the city of Kingston *students in their final year must be prepared to undertake visits to neighbouring industrial cities for the purpose of inspecting industrial plants there.* The total cost of these visits need not exceed $25.00.

Thesis.—Each student in his final year is required to undertake original work in the form of a thesis. As far as possible the student is allowed to follow his own interests in the selection of a thesis subject but to those who have not submitted a satisfactory subject by October fifteenth, one will be assigned arbitrarily. The thesis, bound in final form, must be submitted not later than *March thirty-first.* (Theses prepared during the summer must be submitted not later than *August thirty-first.*) In addition to being given instruction in business investigation and analysis, each student will be assigned to an adviser who will direct him. The completed thesis will be submitted to the Department for approval. It will be read by at least two members of the Department in addition to the adviser.

Work during summer vacations.—The long summer vacation in our Canadian Universities provides an excellent opportunity for combining practical experience with theoretic training. No University can guarantee summer employment for its students but every assistance is given to students in the various faculties, by the University Employment Service, in securing suitable openings. By such summer work the student will prepare himself to derive the largest benefit from his instruction during the regular session. He will also be serving part of that inevitable apprenticeship in practical life which no theoretic training can render unnecessary. He will be acquainting himself with the atmosphere of business and gradually making his personal adjustments to his future field of service. Frequently also he will be able to utilize his summer work for the study of problems adapted to thesis purposes and for the forming of business relations that will prove of value in later life.

Admission

Entrance to any of the Courses will be governed, with slight modifications, by the general regulations for admission to the University.

A certificate of Pass Matriculation, covering *Latin, English, History, Mathematics,* and any two of the following: *Greek, German, French, Spanish or Italian, Experimental Science* (Physics and Chemistry) or *Agriculture,* will admit to the first year of the Course. Candidates may offer Part I, Commercial Certificate in lieu of Latin and Ancient History. Candidates presenting certificates covering four or five subjects of Honour Matriculation may be granted *pro tanto* credit in the corresponding courses of the first year, but not in more than five. Those presenting certificates in less than four subjects of Honour Matriculation will be granted credit only in subjects in which their standing is class I.

Beginning with September, 1940, candidates offering for admission Pass Matriculation and fewer than four full subjects of Honour Matriculation, shall be required to have an average of sixty per cent. on the twelve papers of Pass Matriculation.

For full particulars as to admission, consult the Calendar of the Faculty of Arts, 1939-40, pp. 37-40, or address The Registrar.

General Regulations

The requirements for the degree of Bachelor of Commerce, as for the degree of Bachelor of Arts, involve at least four years' work from Pass Matriculation. The unit is the *course,* involving three class attendances each week throughout the college session, with due library and laboratory assignments. A class meeting three times a week for one term is counted a half course. Twenty full courses, or their equivalent in half courses, are required for the degree. Of these, eleven are in economic and commerce subjects, and the remainder in general Arts work.

Regulations Regarding Courses

In addition to the regulations below, see General Regulations, Calendar of the Faculty of Arts, 1939-40, pp. 74-78.

Candidates for the degree of B.Com. must conform to Honours standards. They must pass in twenty courses with a minimum of fifty per cent. in each general subject, and in each course or half course in Economics, Politics or Commerce numbered 10 or higher must make a minimum of fifty-five per cent. with an average of sixty-six per cent.

All candidates for the degree of B.Com. must have obtained at least second division standing in Economics 4 before registering in more advanced courses in Economics.

Candidates who at the end of their third year have not attained an average of sixty-six per cent. in their advanced courses are advised to, and may be required to transfer to a Pass Course in Arts.

Attendance and Exercises

1. Students are expected to hand in all essays and class exercises when due, and to be present at all lectures and laboratory periods.

If a student fails to attend seven-eighths of the lectures and laboratory periods of any course or if he fails to hand in such essays and exercises as are definitely required by the department,

(a) the department may reduce his final standing in the course by as much as 50 per cent.,

or,

(b) on the recommendation of the department the Board of Studies may withhold all credit for his examination until he has registered as an extramural student in the following summer and has satisfactorily completed the work assigned to him by the department (the fee for such summer work is $10),

or,

(c) on the recommendation of the department the Board of Studies may require him at any time during the session to relinquish the course for the current academic year.

A record of absences based on monthly reports from Instructors is kept at the Dean's Office.

2. The December and April marks will be determined not merely by the results of examinations but also by the work of the whole term or session, including consideration of class tests, examinations, attendance, and progress.

3. The faculty may at any time either during the term or after the close of the term require any student to withdraw from the University whose conduct, attendance, work, or progress is deemed unsatisfactory.

Penalty for Failures and Low Grades

4. Students who fail in any course they intend to count towards a degree must repeat that course before coming up for examination in that course in any subsequent year. Normally the course should be repeated in the year following failure.

5. Students failing in five classes will be required to withdraw for at least one year. Students having other serious failures will be considered by the Board of Studies who will recommend action to the Faculty of Arts.

6. Students passing in April in fewer than three classes will not be given the privilege of supplementals. Students passing in three or more classes may write supplemental examinations, if such are offered except in courses in which the marks for laboratory work and class exercises are so low that a passing grade on a supplemental is precluded. The final standing on the year's work will be determined in September. At that time a student who has not credit for four of the five classes of the year will be considered to have failed the year.

7. Students who twice in Course fail a year's work will be required to withdraw from the University.

8. Students whose standing for the first term is regarded as unsatisfactory may be required to withdraw for the rest of the year.

Extramural Work

Part of the work required for the degree of Bachelor of Commerce is offered extramurally. Students are required to take, however, at least *nine* full courses or their equivalent in residence during the regular session or in the Summer School, if the courses are available then. The more technical part of the work must be done in attendance and it is necessary to spend *at least* one full year at the University. Normally two years are required.

Fees

Fees are payable each year upon registration.

A student is not registered and may not attend classes until he has paid the required fees.

Sessional Fee—including Registration, Tuition, Laboratory, Library, Examinations—

    First and Second Years $150 00

    Third and Fourth Years 165 00

Student Interests—including Health Insurance, Union, Faculty Societies, Alma Mater, Journal, and Athletics (the athletic fee which is part of student interests gives admission to all home games except play-offs) 23 00

PRESCRIPTION OF COURSES

All students who are candidates for the degree of B.Com. are required to take three consecutive courses either in Mathematics *or* in a Modern language. If Spanish is the option chosen, Spanish A or 1 must be taken in the first year.

Courses which have the letter "a" added to the number of the courses are half-courses given in the first term. Those which have "b" after the number are half-courses given in the second term. All others are full courses.

First Year

English 1
French 1
  or German A *or* 1
Mathematics 1
Science (one course)
One other general course which
  must be a language or a
  science.

Second Year

English 2
French 2
  or German 1 *or* 2
  or Spanish 1 *or* 2
  or Mathematics 2
Economics 4
Politics 2
  or History 1 or 3
Commerce 63

Third Year

One additional course in French
          or in German
          or in Spanish
          or in Mathematics
Commerce 60
†Commerce 64
†Economics 10
Economics 12

Fourth Year

Economics 11a
Commerce 52
Commerce 54
Commerce 59 (Thesis)
*One and a half courses, in Eco-
    nomics, Commerce or Mathe-
    matics 7b.

*Options selected must be approved by the Director.
†Students who have already taken Economics 1 and Economics 23 will not be required to take these courses.

ACCOUNTING AND AUDITING

The Institute of Chartered Accountants of Ontario will grant to holders of the degree of B.Com. the following privileges:

(1) Exemption from the first (Primary) of their three examinations;

(2) Exemption from their First and Second Year courses of instruction;

(3) Deduction of two years from the five years of practical experience in a Chartered Accountant's office ordinarily required.

Graduates other than those in Commerce are exempted from one year's service in the office of a practising Chartered Accountant.

By arrangement with the Institutes of Chartered Accountants of Ontario, Alberta, Nova Scotia, and New Brunswick, the School of Commerce and Administration, Queen's University, gives the only authorized course of instruction for articled students preparing for the Primary, Intermediate, and Final Examinations for the degree of C.A. The same course of instruction is given in British Columbia under the direct administration of the Institute of Chartered Accountants of British Columbia. These courses are conducted entirely by correspondence. For further information apply to the Registrar of the Institute of Chartered Accountants in the province concerned or to the Director of the School of Commerce and Administration, Queen's University.

COMMERCIAL SPECIALIST CERTIFICATES

Regulations of the Department of Education regarding the Commercial certificates are as follows:

(1) Elementary: Candidates who pass the prescribed examinations in the subjects of the Elementary Commercial Course will be granted Interim Elementary Commercial Certificates valid for two years in a Public, Separate, High or Continuation School, provided they are otherwise qualified to teach in such schools.

(2) Specialist: Candidates (1) who hold certificates qualifying them to teach in a High School, and (2) who pass the examinations prescribed for the Elementary Commercial Certificate, and (3) who pass the prescribed examinations in the subjects of the Commercial Specialist Course, and beginning with 1933 (4) who pass the written examination and practice teaching as prescribed by the College of Education for a Specialist's Certificate will be granted Interim Certificates as Commercial Specialists valid for two years in a High or Continuation School or Collegiate Institute.

(Note). Candidates who have satisfactory standing in subjects taken at a University which are deemed by the Department of Education to be the equivalent of subjects in the Commercial Courses will be granted standing in such subjects on application to the Department.

The subjects of the Departmental examinations are as follows:

Elementary:
 Shorthand Theory
 Shorthand Practice and Transcription
 Typewriting
 Business Correspondence and Filing
 Office Practice and Business Papers
 Bookkeeping
 Business Law
 Penmanship
 Business Arithmetic.

Of these, exemption from Business Law may be given by the Department of Education, on the recommendation of the University, to students who have passed Commerce 60 with good standing at the University.

Specialist:
Arithmetic of Investment
Accountancy Theory
Accountancy Practice
Money and Banking
Theory of Economics
Economic Geography
History of Commerce and Industry.

Students wishing to have their standing accepted for the Commercial Specialist Certificate of the Department of Education should include in their optional courses Mathematics 7b.

Courses Offered in Present and Succeeding Sessions

Economics

Econ. 3.   Economics for Applied Science Students.
Econ. 4.   Introduction to Economics.
Econ. 10. Principles of Economics.
Econ. 11a. Introduction to Statistics.
Econ. 11b. Introduction to Accounting.
Econ. 12. Money, Banking and International Trade.
Econ. 13a. Public Finance.
Econ. 15. Modern Economic Theory.
Econ. 20. Problem of Economic Development.
Econ. 21. Applied Economics.
Econ. 22. Socialism.
Econ. 24. Corporation Finance.
Econ. 28b. Economics of Transportation.
Econ. 29b. Industrial Relations.

Politics

Pol. 2.   Introduction to Politics.
Pol. 30. Canadian Government.
Pol. 32. Recent Political Thought.
Pol. 33. English Constitutional History and Law.
Pol. 34. International Politics.
Pol. 35. European Governments.

Commerce and Administration

Com. 50a. Industrial Management.
Com. 52. Principles of Marketing.
Com. 54. Business Finance.
Com. 59. Business Investigation and Research.
Com. 60. Commercial Law.
Com. 63. Elements of Accounting.
Com. 64. Intermediate Accounting.
Com. 66b. Cost Accounting.
Com. 67a. Auditing.

The above courses are given in the Department of Economics. Attention is also called to Mathematics 7b, Mathematics of Investment, given by the Department of Mathematics.

POLITICS 2. INTRODUCTION TO POLITICS.

A description and analysis of:

(a) The structure of the modern state—the legislature, executive and judiciary; local government; the function of constitutions and political parties.

(b) The theory of the State with reference to its nature and its appropriate functions.

Text-book:

Blachly and Oatman, *Comparative Government* (Ronald).
Assigned readings.

Monday, Wednesday and Friday at 10.

Professor Corry.

ECONOMICS 3. ECONOMICS FOR APPLIED SCIENCE STUDENTS.

Professor Walker.

ECONOMICS 4. INTRODUCTION TO ECONOMICS.

(a) *Economic history;* the study of pre-capitalistic economic systems; the rise and development of capitalism; the coming of the industrial revolution in Great Britain and its spread to other countries.

(b) *Economic geography;* climatic regions; geographic and economic factors determining where commodities are produced, the character of international trade and the distribution of population.

(c) *Regional studies;* both economic history and geography will be used here to analyse the present economic position of the more important countries.

The use of elementary economic principles as instruments for the analysis of economic situations will be emphasized throughout the course.

Text-books:

Bartholomew and Lyde, *The Oxford Economic Atlas* (Oxford University Press, 1937).
Stamp, *A Commercial Geography* (Longmans, Green, 1936).
Heaton, *Economic History of Europe* (Harper and Bros., 1936).
Assigned readings in the economic history of other areas and in elementary economics.

Extramural students will be required to buy additional books.

Tuesday, Thursday and Saturday at 9.

Professor Knox.

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ECONOMICS 10. (Economics 1, Calendar 1938-39). PRINCIPLES OF ECO-
NOMICS.

A general course in economic analysis in which an attempt is
made to develop a working knowledge of economic principles and
their application. The course should ordinarily be taken at the
same time as Economics 12.

Prerequisite, Economics 4.

Text-book:—

McIsaac and Smith, *Introduction to Economic Analysis* (Mac-
millan).

Assigned readings.

Monday, Wednesday, and Friday at 2.

Professors Mackintosh and Curtis.

ECONOMICS 11a. INTRODUCTION TO STATISTICS.

An introduction to statistical methods in the fields of economics
and commerce. The more generally applicable methods of collec-
tion, analysis, and charting of statistical data will be studied.

Text-book:—

Riggleman and Frisbee, *Business Statistics* (McGraw-Hill).

Monday, Wednesday, and Friday at 2.

Professor McDougall.

ECONOMICS 11b (Economics 10b, Calendar 1938-39). INTRODUCTION TO
ACCOUNTING.

A course in which accounting is introduced as a special type of
the quantitative method of analysis. The aim of the course is to
give the student an understanding of the principles of accounting
and of the methods of summarizing accounting information in
periodic balance sheets and income statements,—an understanding
sufficient to permit the student to use accounting methods as a
tool in economic analysis. The course is not intended to prepare
the student for practical work in accountancy.

Text-book:—

Porter and Fiske, *Accounting* (Holt).

Monday, Wednesday, and Friday at 2.

Mr. Macpherson.

ECONOMICS 12. MONEY, BANKING AND INTERNATIONAL TRADE.

A survey of the financial organization of society; a study of money, commercial banking, central banking; a brief comparative study of the commercial banking systems of England, the United States, Canada, France, Germany; the theory of international trade, foreign exchanges, and tariff problems; a history of international financial relations since the war; the present situation.

Text-books:

Burgess, *The Reserve Banks and the Money Market* (Harper and Bros., 1936).

Report of the Royal Commission on Banking and Currency in Canada, 1933 (Ottawa: King's Printer).

The Bank Act (Ottawa: King's Printer).

The Bank of Canada Act (Ottawa: King's Printer).

Notes on Banking.

Assigned readings.

Tuesday, Thursday, and Saturday at 8.

Professor Knox.

ECONOMICS 13a. PUBLIC FINANCE.

A study of the relation of the state to the economic life of modern communities. The course will attempt to cover the canons of taxation, revenue systems, relation of state to local taxation, public expenditures and the public debt, and the incidence of taxation.

Text-books:

H. L. Lutz, *Public Finance* (Appleton).

C. F. Bastable, *Public Finance* (Macmillan).

E. R. A. Seligman, *The Shifting and Incidence of Taxation* (Columbia).

Hugh Dalton (Ed.), *Unbalanced Budgets* (Routledge).

Monday, Wednesday, and Friday at 9.

ECONOMICS 15. MODERN ECONOMIC THEORY.

A brief study of the development of modern schools of economic thought followed by discussion of the theory of equilibrium.

Text-books:—

Gray, *The Development of Economic Doctrine* (Longmans).

Cassel, *Theory of Social Economy* (Harcourt, Brace).

Marshall, *Principles of Economics* (Macmillan).

Joan Robinson, *Theory of Imperfect Competition* (Macmillan).

Chamberlain, *Theory of Monopolistic Competition* (Harvard University Press).

Tuesday and Thursday at 2.

Professor Mackintosh.

ECONOMICS 20. PROBLEMS OF ECONOMIC DEVELOPMENT.

A seminar course dealing with the economic problems of a dynamic society. Special attention will be given to the factors of international trade and finance, and to applications to Canadian economy.

References:

Schumpeter, *The Theory of Economic Development* (Harvard University Press).

Haberler, *Prosperity and Depression* (League of Nations).

Keynes, *General Theory of Employment, Interest, and Money* (Macmillan).

Robertson, *Banking Policy and the Price Level* (P. S. King & Son).

Haberler, *Theory of International Trade* (Hodge & Co.).

Hours to be arranged.

Professors Mackintosh and Knox.

ECONOMICS 21. APPLIED ECONOMICS.

A study of the application of economic theory to the problems of the distribution of national wealth and income as affected by monopoly, public finance, and other public policies.

Text-book:

Pigou, *Economics of Welfare* (Macmillan).

Assigned Readings.

Monday, Wednesday, and Friday at 10, *Commerce Building.*

Professor Curtis.

ECONOMICS 22. SOCIALISM.

A study of the theories of Marx and Lenin; the economics of communism, fascism, and socialism, "planned" capitalism, and the problem of economic reform. *Two hours a week.*

Reference books:

Skelton, *Socialism*, A Critical Analysis.

Hook, *Towards the Understanding of Karl Marx.*

Dobb, *Political Economy and Capitalism.*

Pigou, *Socialism vs. Capitalism.*

Hayek, *Collectivist Economic Planning.*

Current literature on communism, fascism, and economic reform.

Hours to be arranged.

Professor Knox.

ECONOMICS 24. CORPORATION FINANCE.

A lecture course (one hour each week) on the chief problems of corporation finance.

Hours to be arranged.

Professor Curtis.

ECONOMICS 28b. ECONOMICS OF TRANSPORTATION.

The chief interest in this course will be in the economics of railway transportation in Canada. After a short discussion of the growth of the Canadian railway system, the theory of monopoly pricing will be taken up at length. The discussion of rates will be treated as a particular problem under that head. The course will close with a consideration of the forces tending to break down the conditions of monopoly and of the implications of that change.

W. T. Jackman, *Economic Principles of Transportation* (University of Toronto Press).

Assigned Readings.

Monday, Wednesday, and Friday at 9.

Professor McDougall.

ECONOMICS 29b. INDUSTRIAL RELATIONS.

A social study of employer-employee relations. Discussion will cover the main economic and human forces which give rise to labor problems and the attitudes of employers, employees, and the public thereto.

Assigned readings.

Monday, Wednesday, and Friday at 8.

Mr. Cameron.

POLITICS 30. CANADIAN GOVERNMENT AND CONSTITUTIONAL LAW.

(Offered in 1939-40 and in alternate years).

A critical and historical study of the governmental institutions of Canada and of the British North America Act in particular.

Text-books:—

Dawson, *Constitutional Issues in Canada* (Oxford).

Selected Cases from Cameron, *The Canadian Constitution and the Judicial Committee.*

Assigned readings.

Tuesday, Thursday, and Saturday at 11.

Professor Corry.

POLITICS 32. RECENT POLITICAL THOUGHT.

(Offered in 1940-41 and in alternate years.)

A study of recent political thinking with special reference to its philosophical and practical implications.

Text-books:

Sabine, *A History of Political Theory* (Henry Holt & Co.).
Coker, *Recent Political Thought* (Appleton-Century).
Assigned Readings.

Monday, Wednesday, and Friday at 9.

Professor Corry.

POLITICS 33. ENGLISH CONSTITUTIONAL HISTORY AND LAW.

A lecture course (one hour each week) devoted to a few of the more important phases of the subject.

Thursday at 2.

Professor Corry.

POLITICS 34. INTERNATIONAL POLITICS.

(Offered in 1939-40 and in alternate years).

A study of the forces underlying the international scene and a sketch of international organization.

Text-books:

Schuman, *International Politics* (McGraw-Hill).
Assigned Readings.

Monday, Wednesday, and Friday at 9.

Professor Corry.

POLITICS 35. EUROPEAN GOVERNMENTS.

(Offered in 1940-41 and in alternate years.)

The structure and working of the principal European Governments.

Text-books:

Munro, *The Governments of Europe* (Macmillan).
Buell, *New Governments in Europe* (Nelson).
Assigned Readings.

Tuesday, Thursday, and Saturday at 11.

Professor Corry.

Commerce and Administration

COMMERCE 50a. INDUSTRIAL MANAGEMENT.

A study of the application of the principles of management in industry. Special attention is directed to employer-employee relations.

Assigned Readings.

Monday, Wednesday, and Friday at 8.

Mr. Cameron.

COMMERCE 52. PRINCIPLES OF MARKETING.

A study of marketing functions, organization and policies from the standpoint of the business man. The first part of the course deals with the marketing of certain important agricultural commodities; the latter part, using the case method, considers the sales problems of retail, wholesale and manufacturing establishments.

Learned, *Problems in Marketing* (McGraw-Hill).

Monday, Wednesday, and Friday at 10.

Professor Mackintosh.

COMMERCE 54. BUSINESS FINANCE.

A study of the problems of financial management through the life cycle of corporate enterprise, with special attention to those of the going concern.

Prerequisites—Economics 12 and Commerce 63.

Masson and Stratton, *Problems in Corporation Finance* (McGraw-Hill).

General Reading:

Dewing, *Financial Policy of Corporations* (Ronald Press).
Guthman, *Analysis of Financial Statements* (Prentice-Hall).
Lincoln, *Applied Business Finance* (McGraw-Hill).
Mead, *Corporation Finance* (Appleton).

Monday, Wednesday, and Friday at 11.

Professor McDougall.

COMMERCE 59. BUSINESS INVESTIGATION AND RESEARCH.

A study of the methods and problems of economic and business investigation and analysis. After some preliminary instruction in methods, the student will devote at least half the time of the course to the preparation of a thesis. Instruction with problems and reports on special aspects of business investigation will continue throughout the year.

Hours to be arranged.

Professor McDougall.

COMMERCE 60. COMMERCIAL LAW.

A study of the elements of Commercial Law, including the General Principles of the Law of Contract and the law relating to Sale of Goods, Negotiable Instruments, Agency, Insurance, Carriage of Goods Partnerships, Companies, and Bankruptcy as affecting Business Contracts.

General Reading:

Anson, *Law of Contracts* (Clarendon Press).
Jenks, *Book of English Law* (John Murray).

Special topics:

Anger, *Digest of Canadian Mercantile Law.*
Caporn, *Cases on Contract* (Stevens and Sons).
Falconbridge, *Law of Negotiable Instruments in Canada* (Ryerson).
Fraser, *Handbook on Canadian Companies* (Carswell).
Dominion Companies Act.
Ontario Companies Act.

Monday, Wednesday, and Friday at 8.

Professors Smails and Walker.

COMMERCE 63. ELEMENTS OF ACCOUNTING.

An introductory study of the principles of accounting. It involves practice in writing up the various books of entry, posting the entries to the ledger accounts, and taking a trial balance. It includes the theory and practice involved in the preparation of the manufacturing, trading and profit and loss accounts, and the balance sheets of the various types of business organization. Consideration is also given to the special features in the accounts of limited liability companies, commission merchants, branches and business enterprises whose accounts are departmentalized, the fundamental principles being emphasized throughout. Attention is given to the theory and practice involved in accounting for reserves and reserve funds. The principles applied in asset valuation are also studied and their application illustrated.

Walker, *Accounting Principles and Bookkeeping Procedure. Introductory and Advanced Courses* (Gregg Publishing Co.).

Monday, Wednesday, and Friday at 11.

Professor Walker.

COMMERCE 64. INTERMEDIATE ACCOUNTING.

A course in which the studies of Commerce 63 are carried to a more advanced stage and some further problems are considered. In the first half of the course particular attention is paid to the accounting methods of incorporated companies in respect to such matters as the issue of bonds and shares, shares of no par value, amortization of bond discount and premium, the redemption of bonds and shares, amalgamations, the consolidated balance sheet and reconstructions. In the second half of the course a study is made of partnership accounts, agency and branch (both domestic and foreign) accounts, and the student is introduced to some problems of executorship and trustee accounting.

Reading:

Smails and Walker, *Accounting Principles and Practice* (Ryerson).

Patton, *Essentials of Accounting* (Macmillan).

Finney, *Principles of Accounting*, Vols. I and II (Prentice-Hall).

Tuesday, Thursday, and Saturday at 10.

Professor Smails.

COMMERCE 66b. COST ACCOUNTING.

This course presents the principles and methods of cost accounting.

Dohr, Ingram, and Love, *Cost Accounting* (Ronald).

Bulletins of the National Association of Costs Accountants.

Tuesday, Thursday, and Saturday at 9.

Professor Smails.

COMMERCE 67a. AUDITING AND INTERNAL CHECK.

A study of systems of internal check, the functions of internal and external auditors, audit procedure generally, the audit of the accounts of limited liability companies and of accounts relating to selected types of business undertakings. Some study is made of the nature and measurement of business income.

Reading: Smails, *Auditing*, second edition (Pitman).

Jackson, *Audit Working Papers* (American Institute of Accountants Foundation).

Montgomery, *Auditing Theory and Practice*, Fifth Edition (Ronald).

The Income (War) Tax Act 1917, and amendments.

Tuesday, Thursday, and Saturday at 9.

Professor Smails.

Scholarships

Norris A. Brisco Prize in Commerce.—Given by Norris A. Brisco of the Class of '98, Dean of the School of Retailing, New York University.

A prize of $25 awarded annually to the student in Final Year Commerce and Administration who makes the highest standing on the graduation Thesis.

P. D. Ross Scholarship in Commerce.—Through the generosity of Mr. P. D. Ross, LL.D., of Ottawa, a scholarship of $150 is available solely for students registered in the Courses in Commerce and Administration. It is awarded on the basis of the third year's work in these Courses, provided that the candidate is taking at least four full courses or their equivalent in the "Special Subjects" in Commerce and Administration and is one year from the date of his graduation in Commerce. It is tenable during the student's fourth year, if it is taken intramurally.

As this scholarship is not endowed, it can be awarded only so long as the donor continues his contribution.

General.—In addition to the above, Commerce students are eligible for the other scholarships and prizes awarded in the Faculty of Arts in the subjects included in their Courses.

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Further Information

For further particulars of the work of the School, or copies of the Calendar of the Faculty of Arts, address The Registrar, Queen's University, Kingston.